

Note: The final policy should be circulated firmwide. All attorneys and staff need to be clear on the firm's commitment to continuous improvement and be invested in supporting the firm's sustainability mission.

ENVIRONMENTAL RESPONSIBILITY POLICY

The firm is committed to incorporating environmental best practices into its business operations and expanding environmental awareness and responsibility among our professionals and vendors.

Committee

The firm has established an Environmental Responsibility Committee to provide structure, accountability and oversight through the formation of annual firmwide environmental goals; by providing a platform for robust communication and feedback to continuously monitor progress against expressed strategic focus areas; by promoting initiatives with a positive impact on local, regional and global communities; and by conducting an annual performance audit.

Committees Goals *(These do not need to be listed in the policy; they are here as an example.)*

- Energy: Reduce energy consumption by 25 percent by 2025
- Waste: Reduce paper use by 25 percent and increase waste recycled by 10 percent by 2025
- Travel: Proactively suggest and use teleconferencing technology (Zoom, Skype, Webex, etc.) for conversations and meetings—previously required/requested as in-person events—to reduce the amount of carbon emitted through travel
- Sustainable Procurement: Implement a supplier portal to encourage major suppliers to provide regular and consistent sustainability performance data

Professionals

The firm will continuously provide resources to encourage environmental awareness and learning among its employees. All new hires will receive training on the firm's environmental approach as part of onboarding and firm orientation.

Environmental Management System (EMS)

Over the last decade, the firm has implemented a broad EMS with specific performance goals: reduce—by 5 percent annually until 2025—printing, paper fax transmissions and photocopying as well as use of non-recycled notepads and disposable items (utensils, cups, etc.) in pantries and conference rooms and eliminate use of bottled water. Furthermore, the firm launched a comprehensive recycling program to promote engagement and personal responsibility among all employees in firmwide 'reduce, recycle and reuse' efforts; has made a concerted effort to change over a majority of desktop computers for laptops, which offers significant energy efficiency; and implemented a telecommuting policy that helps reduce carbon emitted through daily commuting to work.

Additional EMS initiatives include: *(These are examples of what can be included here.)*

- Lighting: Increasing energy efficiency through installation of motion sensors, and changed all lightbulbs to LED
- Cleaning: Procuring acceptable 'green' products

- Awareness: Creating a campaign to include a firmwide 'green' day and organizing sustainability volunteer projects
- Supplies: Using compostable, biodegradable cutlery and coffee cups
- Hardware: Upcycling/Recycling or donating used electronics (including cellphone drives), computers, furniture, etc.
- Water: Creating a conservation program that includes signage and training
- Meetings: Encouraging video conferencing and use of technology to limit travel
- Waste: Developing comprehensive recycling programs, in addition, in light of the pandemic provide extra bins for disposal of personal protective equipment waste
- Atmosphere: Using energy efficient (programmable) thermostats

The Building *If this is true, it should be noted. If not, anything else about the building should be recognized*

The firm occupies a LEED-certified building, which features—among other environmentally friendly improvements—enhanced HVAC controllability to reduce energy consumption and increase personal comfort; occupancy sensors for lighting efficiency and the low-mercury nature of the systems; furniture that meets the U.S. Green Building Council's standards for sustainable content; recycled content throughout the construction of the space; and low volatile organic compound materials such as paints, coatings, furniture and seating.

The Environmental Responsibility Committee, in coordination with firm leadership, will continue to set and review objectives and targets, measure progress and, whenever possible, share key metrics on progress.